

## ROUTING AND TRANSMITTAL SLIP

Date

26 MAR 1984

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. Mr. James O. Bush			
Permanent Select Committee			
2. on Intelligence			
Subcommittee on Program and			
3. Budget Authorization, Staff			
House of Representatives			
4. Washington, D.C. 20515			
5.			
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Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

Jim!  
Jim,

Attached in response to your request last week is a "one-pager" on the staff resources for 1984 and 1985 dedicated to supporting the construction of our new Headquarters building. All of the NBPO positions are already filled, but the SSS is not yet fully staffed.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg. 4E06 Hqs.
Daniel A. CHILDS, Jr., CIA Comptroller	Phone No.

5041-102

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23 MAR 1984

New Building Support Personnel  
FY 1984 and FY 1985

FY 1984 New Building support activities involve 12 Agency staff positions. Six positions comprise the Office of Logistics, New Building Project Office (OL/NBPO) and six make up the Office of Security's Site Security Staff (OS/SSS).

OL/NBPO has overall responsibility for planning and coordinating activities related to the design, construction, occupancy, and operation of the New Headquarters Building. Specific responsibilities include:

1. Directing the New Building's Architectural and Engineering Design
2. Monitoring Construction to Ensure Designs are Properly Implemented
3. Working with Agency Components to Create Detailed Office Layouts
4. Developing and Monitoring Construction and Support Budgets
5. Gaining External Approvals and Assistance by Dealing with the National Capital Planning Commission, Local Governments, and Community Groups
6. Planning the Move-in, Including Provision of Communications, ADP, and Logistics Services

OS/SSS is a full-time professional staff responsible for exercising security control of New Building construction site traffic and for providing site access control of the construction work force. This staff will also schedule the activities of the audio countermeasure teams. Functionally OS/SSS breaks down into four major areas:

1. Physical Security and Materials Control
2. Personnel Photo Badging and Access Control
3. Guard Force and Site Perimeter Control
4. Technical Monitor Scheduling

New Building Support personnel requirements for FY 1985 are the same as those for FY1984 except for the addition of 4 Office of Data Processing (ODP) staff positions. This staff is responsible for studying alternatives and developing a plan to facilitate ODP's move to the New Building. Specific staff responsibilities include:

1. Designing Layout of Computer Center and Data Distribution Areas
2. Relocating Required Utilities and Projecting Their Usage
3. Establishing New Building Teleprocessing Support and Handling New and Existing User Terminal Installations and Relocations
4. Contingency and ADP Service Backup Planning